**ROSELYN**

**ROSELYN.332771@2freemail.com**

***Profile: HR & Admin. Professional***

A dedicated result driven HR and Admin professional with solid experience in the field of HR / Administration seeking to work in a challenging performance-based company where capabilities and potentials are maximized to achieve continuous growth for the company and its employees.

***Core competencies:***

* HR & Administration
* Compensation & Benefits Management
* Payroll & Cash Management
* Policies & Procedures Implementation
* Well versed of the UAE Labor Law
* Document Controller
* Organized, combined with multi-tasking ability
* Analytical problem solving and attention to details

***Work Experiences:***

**HR Officer / Administration** – August 2003 to August 2016 - Al Itharah Amusement Centre

(Adventureland), 1st Level Sahara Centre, United Arab Emirates

***Job summary and key responsibilities:***

**Job summary –** Oversees the overall personnel requirements of the company and efficient implementation of HR policies and procedures**.**

***Key responsibilities:***

**Employee Administration**

* **Administers the employees welfare during its tenure in the company using ORACLE / VESPA System**
* Monitor, prepare documents and on time processing of new employment visa, labour card, EIDA registration, Morocco visa, medicals of employees, renewals, cancellations of visa, passport renewal and other documents using VESPA system
* Responds to queries related to Company policies and procedures
* Implement the company policies (handbook, disciplinary procedures and other policy related matters), prepares a paper disseminating information on HR policies, practices & programs
* Maintain a complete record system of HR for the entire organization and proper filing of 201 files of employees
* Assist and coordinates with dept. head in the preparations of their departments job descriptions & evaluations
* Assist dept. heads & take care the movement of employees, promotion, transfer, resignation & termination
* Handle Administrative functions and office administration in the absence of Admin.Coordinator
* Requisition of Tickets & Office Stationery & other reqt’s of HR
* Update employee information in HR Systems and as when required
* Coordinate with different units and/or group of companies, and coordination with PRO’s
* Acts as the representative of the company in any government related activities
* Administers customers complaints if necessary
* Perform other duties that may be assigned by the immediate superior.
* **Administers company wage, salary, benefits & compensation package**
* Monitor, Computes and prepare RFP of employee’s benefits for leave salary, gratuity & air ticket of employees due for vacation, resigned employees, non renewal & terminated employees.
* Prepares and recommends Budget of Human Resources and Admin Operations
* Participate in organization / corporate planning
* Process and acts as one of the signatory of approval of company loans and other benefits given to employees.
* Handle all bookings of employees in coordination with the travel agency
* Coordinate vehicle request of employees departure and return
* **Administers the monthly payroll of the company**
* Facilitate the transfer of salaries for employees to the bank (ZIF file and Debit advise) & coordinate other transactions in relations with Al Itharah employees and payroll concerns, leave salary and final settlement of all employees
* Prepares and compute monthly payroll of all employees
* On-time and accurate processing and disbursement of cash salary
* Prepares WPS report for the month and compare labor list with cash and bank transfer salaries
* Prepare and process the ATM of employees and coordinates with the bank to get the account details and submit employee’s bank account details to Finance dept.
* **Administers the health-related facilities for the employees**
* Coordinates with health-providers as employees’ benefits, schedules of full medical and checkup of employees
* Coordinates all medical concern of employees and acts as signatory of medicine reimbursement
* **Coordinates with government and other companies in the proper administration of employee personnel**
* Issues regular labor-related updates and coordinates with government or other group of companies
* Represents management in negotiating labor contracts and sees to it that labor laws government regulations are observed

**Employee Relations**

* Manages the employee-employee and employee-management relationships
* Conducts employee-related activities such as leisure group tours, company outing, annual parties, etc
* Deals with employee issues (small and big-alike) that needs proper mediation of management
* Gives counseling on individual problems of employees if and when required

**Recruitment/ Hiring and Orientation**

* Maintains adequate manpower resource thru vacancy placement; recruitment selection and appoints personnel in coordination with requesting departments, and top management.
* Screens applicants for work, select the best applicants in coordination with the dept. heads
* On-time, cost-effective, and proper hiring of personnel
* Assures that candidates have submitted complete employment requirements for visa processing
* Prepares Offer Letters for selected candidates
* Proper turnover of hired employee to the requesting department
* Prepares Letters, Probation Confirmation, Promotion, Increment, Acceptance and Termination / Redundancy / Warning Letters.
* Processing of employment papers for newly hired applicants
* Register new employees data in HR LINK system and Payroll module thru ORACLE System
* Provides joining and payroll related documents to Finance and Systems
* Prepares Salary Certificate, Employee Status Change and other certificates requested by employees

**Personnel Growth and Training**

* Coordinate with dept. heads and Initiates the training scheduling and facilitates the reqt’s of dept
* Coordinate with the training provider
* Proper scheduling and getting the right facilitators for each training
* Conduct orientation & induction of new employees
* Coordinates the personnel appraisal by department heads and conducts necessary action plan
* Issues the appraisals to department heads and ensures that such are done on time, and properly initiates where action is needed such as PIP (improvement program) or salary adjustment, etc.

**Office Administration**

* Prepare and Monitor of related business license, renewal and government requirements including staff accommodation for male and female
* Liase with all service providers of the office, process and handle communication billing, Etisalat, SEWA including staff accommodation related billing and secure it’s up to date billings and payments
* Liaise with all transportation services, requirements of all departments, official errands (banks, government offices, local compliance), transport of staff from accommodation to work area and vice versa
* Supervise and organize day to day schedule of Driver’s and cleaners, and facilitate the registration, renewal and other maintenance req’s of company vehicle
* Oversee the day to day functions of office facilities to monitor the cleanliness and orderliness of the facilities and to attend other concern of each departments
* Maintain office working areas or room arrangement in accordance with management directives
* Coordinate the purchase of accommodation furnitures ,fixtures, appliances, and kitchen wares
* Perform other duties that may be assigned by immediate superior

**Trainings Attended:**

* 2016 Labour Law Changes
* Customer Care and Successful Selling – Nadia Training Institute
* Health & Safety Induction and Emergency Evacuation
* Leadership & Goal Setting Workshop
* 1st Aid Training – (external training) by St John 1st Aider – First Security Group
* Conducting performance Appraisal
* Customer Service Workshop
* Leadership Training
* Arabic Lesson (refresher)
* Accounting for Non Accounting Workshop (external)

**Academic Qualifications:**

**Bachelor of Science in Industrial Management Engineering**

Rizal Technological University, Mandaluyong City, Manila Philippines

**Other work Experiences:**

**Softplay / Playzone Supervisor / Sales Executive**

September 1998 to February 2003 **Fun Corporation**

#26 - 4thFlr.TrinityBldg, East Kapitol Bo. Kapitolyo Pasig City

**Officer in Charge – Softplay / Playzone Productions**

April 1996 to August 1998 **E.D.G.E. Manufacturing**

Guevent Industrial, Mandaluyong City, Fun Corporation HO

**Production Planning and Inventory Control Officer (PPIC)**

February 1993 to March 1996  **E.D.G.E. Manufacturing**

Guevent Industrial, Mandaluyong City

**Industrial Engineer / Cost Analyst**

March 1989 to September 1991] **Elitool Precision Arms Corp**.

Taguig, Metro Manila

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**Personal Details:**

* On Visit Visa can join immediately
* Married with 3 children
* Honest, Responsible and Hardworking
* Able to deal/negotiate with other sectors and government personnel
* Open minded and willing to learn
* Team Player & Can work under pressure
* Have a good balance of firmness and gentleness in dealing with employees

**Character References:**

Available upon request